GSSSB Advertisement No. 465/202627 — Food Safety Officer, Class-3

Detailed Instructions (English Translation)

Gujarat Subordinate Service Selection Board Block No. 2, First Floor, Karmayogi Bhavan, Sector 10-A, Gandhinagar

Advertisement No. 465/202627 – Food Safety Officer, Class-3 cadre – Detailed Instructions (Websites: https://ojas.gujarat.gov.in and https://gsssb.gujarat.gov.in)

1. The Gujarat Subordinate Service Selection Board (GSSSB), Gandhinagar, invites online applications through the OJAS website to prepare a selection list, by direct recruitment through a competitive examination, for a total of **84 posts** of Food Safety Officer, Class-3, under the Commissioner, Food and Drug Regulatory Administration, which is under the control of the Health and Family Welfare Department. Candidates must apply online on https://ojas.gujarat.gov.in from **27/10/2026 (18:00 hrs) to 10/11/2026 (up to 23:59 hrs)**.

2. Every candidate must first read this entire advertisement, including the detailed instructions for applying, carefully, so that no mistake or wrong information is entered in the application form, which could lead to cancellation of the candidature.

3. All instructions regarding the recruitment process will be placed on the Board's website https://gsssb.gujarat.gov.in. Candidates must therefore check the Board's website regularly.

4. While applying online, candidates must keep all their original certificates (educational qualification, age, caste, and other qualifications) with them and fill in the application form using the details shown in those certificates. This includes the educational qualification certificates, age proof, school leaving certificate, category certificate (SC/ST/SEBC/EWS), disability certificate (if applicable), ex-serviceman certificate (if applicable), and certificates for any other qualification. Correct details must be filled in on the basis of these certificates. An application containing wrong details is liable to be **cancelled**, so candidates must fill in the online application carefully.

5. Details of posts: Total posts – **84**. The cadre-wise details are as follows.

Cadre	Department / Head of Office	Total posts	Unreserved (General)	EWS	SEBC	SC	ST
Food Safety Officer, Class-3	Health and Family Welfare Department	84	40	8	19	7	10

Out of the total posts, the following are reserved for women and for other special categories:

Women – Unreserved	Women – EWS	Women – SEBC	Women – SC	Women – ST	Physically disabled (Divyang)	Ex-servicemen
13	2	6	2	3	0	8

Note: The posts reserved for Divyang (disabled) candidates in this cadre have been advertised separately under the Special Recruitment Drive for Divyang candidates, Advertisement No. 466/202627. Therefore, no posts for Divyang candidates are shown in this advertisement.

1. The number of posts shown in this advertisement may increase or decrease.
2. Reserved posts are reserved only for reserved-category candidates who are original residents of Gujarat.
3. Taking into account the provisions of the General Administration Department notification No. CRR/1096/2213/G.2 (Part-1) dated 11/11/2014, posts have been reserved for women. If a qualified woman candidate is not available for a post reserved for women, that post will be filled by a male candidate of the same category (Unreserved, EWS, SC, ST, SEBC).
4. Where some posts in a category are reserved for women, the remaining posts in that category are **not** to be treated as reserved only for men. Both men and women will be selected for those posts on the basis of the merit of the marks/normalized marks obtained. Therefore, both men and women may apply for such posts.
5. The following disabilities are recognised for applying for the post reserved for Divyang candidates, or when a Divyang candidate wishes to apply for a non-reserved post:

A – Blindness or low vision	B – Deaf and hard of hearing	C – Locomotor disability incl. cerebral palsy, leprosy cured, dwarfism, acid attack victims, muscular dystrophy	D & E – Autism, intellectual disability, specific learning disability, mental illness, multiple disabilities from (A) to (D)
LV (40–80%)	D, HH	OA, OL, BL, OAL, BA, CP, LC, DW, AAV, SD, SI (without any associated neurological/limb dysfunction)	SLD (40–100%), MI (40–100%), MD

Abbreviations: LV – Low Vision; D – Deaf; HH – Hard of Hearing; OA – One Arm; OL – One Leg; BL – Both Legs; OAL – One Arm and One Leg; BA – Both Arms; CP – Cerebral Palsy; LC – Leprosy Cured; DW – Dwarfism; AAV – Acid Attack Victim; SD – Spinal Deformity; SI – Spinal Injury; SLD – Specific Learning Disability; MI – Mental Illness; MD – Multiple Disabilities.

6. Nationality: The candidate must be a citizen of India, or must hold nationality as per the provisions of Rule 7 of the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.

7. Age limit:

1. On 10/11/2026, the candidate's age must be **not less than 18 years and not more than 37 years**. As per the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967, the upper age limit may be relaxed in favour of candidates who are already in Gujarat Government service.
2. Women candidates of the general category, male and female candidates of reserved categories, ex-servicemen and Divyang candidates are entitled to the following age relaxation as per rules:

Category	Relaxation	Maximum age limit
Women candidates of the general category	5 years	Up to a maximum of 42 years
Male candidates of reserved categories	5 years	Up to a maximum of 42 years
Women candidates of reserved categories (5+5=10)	10 years	Up to a maximum of 45 years
Male Divyang candidates of the general category	10 years	Up to a maximum of 45 years
Women Divyang candidates of the general category (10+5=15)	15 years	Up to a maximum of 45 years
Male Divyang candidates of reserved categories (5+10=15)	15 years	Up to a maximum of 45 years
Women Divyang candidates of reserved categories (5+10+5=20)	20 years	Up to a maximum of 45 years
Ex-servicemen candidates	Period of service rendered plus up to 3 years	—

8. Pay scale:

- As per Finance Department Resolutions dated 16/02/2006, 29/04/2010, 06/10/2011 and 20/10/2014 (No. Kharach-2002-57-Jha.1), Resolutions dated 20/10/2015 and 18/01/2017 (No. Kharach-2002-57-(Part-2)-Jha.1), and lastly the Resolution dated 18/10/2023 (No. Kharach-2002-57-(Part-4)-Jha.1), appointment will be given on a **fixed pay of ₹40,800/- (Rupees forty thousand eight hundred) per month for the first five years**, and the other benefits of the said resolutions will be admissible.
- Subject to the terms and conditions stated in General Administration Department Resolution dated 23/10/2015 (No. CRR-11-2015-312911-G.1), Finance Department Resolution dated 28/03/2016 (No. Kharach-2002-57-(Part-3)/Jha.1) and the Resolution dated 18/01/2017, if the service of the appointed candidate is found satisfactory at the end of five years, the candidate will be eligible for regular appointment in the concerned office in the Seventh Pay Commission pay scale of **₹29,200 to ₹92,300 (Level-5)**. However, this is subject to the judgment in SLP No. 14124/2012 and SLP No. 14125/2012 pending before the Hon'ble Supreme Court.

9. Educational qualifications:

As per the recruitment rules prescribed by Health and Family Welfare Department notification No. GP/4/FSO/10/2016/1791[1791]/JH dated 02/07/2016 (original English text of the rules reproduced):

(b) Possess:

i. a Master's Degree in Chemistry obtained from any of the Universities established or incorporated by or under the Central or a State Act in India; or any other educational institution recognised as such or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956, or possess an equivalent qualification recognised by the Government; or

ii. a degree in Food Technology, Dairy Technology, Biotechnology, Oil Technology, Agriculture Science, Veterinary Science, Bio-Chemistry, Microbiology or Medicine obtained from any of the Universities established or incorporated by or under the Central or a State Act in India or any other educational institution recognised as such or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956, or possess an equivalent qualification recognised by the Government:

Provided that no person who has any financial interest in the manufacture, import or sale of any article of food shall be appointed as a Food Safety Officer.

(c) Possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967; and

(d) Possess adequate knowledge of Gujarati or Hindi or both.

Additional qualifications recognised by Ministry of Health and Family Welfare notification No. F.N.P. 15014/8/2023-FR dated 21/09/2023: a bachelor's degree, master's degree or doctorate degree from a recognised university or institution in the following disciplines.

Disciplines under "Food Technology"	**Disciplines deemed to be covered under "Agricultural Science"**
(i) Food Engineering	(i) Agriculture
(ii) Food Engineering and Technology	(ii) Agriculture Engineering
(iii) Food Processing and Preservation	(iii) Biotechnology
(iv) Food Processing Technology	(iv) Dairy Technology
(v) Food Technology and Management	(v) Fisheries
(vi) Food Biotechnology	(vi) Food Technology
(vii) Food Plant Operations Management	(vii) Food Nutrition and Dietetics
(viii) Food Process Engineering and Management	(viii) Horticulture
(ix) Food Processing	
(x) Food Safety and Quality Management	
(xi) Process and Food Engineering	

Further, while entering educational qualification details in the online application form, the disciplines listed above are valid under "Doctorate degree in Food Technology" and "Doctorate degree in Agricultural Science".

Notes:

1. The important points of the educational qualification prescribed in the cadre's recruitment rules have been included in the application form. However, at the time of final selection, all provisions of the educational qualification stated in the recruitment rules will be taken into account. Candidates must fill in the application form after considering all details of the educational qualification given in the recruitment rules.
2. If any question arises regarding the interpretation of any matter in this advertisement during the recruitment process, an appropriate decision will be taken after consulting the office of the concerned Department/Head of Department.

10. General instructions for SC, ST, SEBC and EWS candidates:

1. Only SC, ST, SEBC and EWS candidates who are original residents of Gujarat are entitled to the upper age limit relaxation and the benefits of reserved categories.
2. Candidates must necessarily state in the application form the category (among SC, ST, SEBC and EWS) to which they belong.
3. Candidates of the reserved SC, ST and SEBC categories must hold a caste certificate in the format prescribed by the Gujarat Government from time to time, obtained from the competent authority.
4. If reserved-category candidates apply for an unreserved post, they will not get any age relaxation or other concession.
5. Whatever category (caste) detail the candidate states while filling the online application form, no request for any later change of category will be considered once the application is confirmed.
6. SC category candidates are advised to follow the "Important instruction regarding verification/authentication of caste certificates of SC candidates before giving appointment in State Government services / Government boards / corporations / local self-government bodies" given under the tab "For SC Category" in the "Candidate Utilities" section of the Board's website.
7. ST category candidates are advised to follow the "Important instruction regarding verification/authentication of caste certificates of ST candidates before giving appointment in State Government services / Government boards /

corporations / local self-government bodies” given under the tab “For ST Category” in the “Candidate Utilities” section of the Board’s website.

11. Socially and Educationally Backward Class (SEBC) candidates:

1. SEBC candidates must submit a **Non-Creamy Layer certificate** in the Gujarati format of Annexure-4 prescribed for State Government jobs by Social Justice and Empowerment Department Resolution No. SASP/1109/1663/A dated 27/04/2010, confirming that they are not in the creamy layer on the basis of income of financial years 2023-24 / 2024-25 / 2025-26, obtained **between 01/04/2024 and 10/11/2026** (the last date for accepting applications).
2. Taking into account the provisions of Social Justice and Empowerment Department Resolution No. SASHP/122017/124382/A dated 18/08/2017, as an alternative to the Annexure-4 certificate in 11(1), the candidate may submit a certificate in the format of **Annexure-A** prescribed by the Government of India for reservation in Central Government jobs, obtained **between 01/04/2026 and 10/11/2026**.
3. SEBC candidates will get the upper age limit relaxation only if they submit a certificate as per 11(1) or 11(2). Otherwise they may apply as general-category Divyang candidates [as stated in the original text], and if selected, they will be treated as general-category candidates.
4. A married woman SEBC candidate must submit such a Non-Creamy Layer certificate with reference to her **parents’ income**. If such candidates submit the certificate with reference to their **husband’s income**, their application will be **cancelled**.
5. The candidate must state the number and issue date of the original certificate obtained under 11(1) or 11(2) while applying online. The same certificate whose details were given in the online application must be produced in original at the time of certificate verification. If the candidate obtains a new certificate after the last date of the advertisement because of an error in the certificate, such a certificate will not be considered. Candidates who cannot produce a certificate of the prescribed time limit issued by the competent authority and who do not fall within the age limit fixed for unreserved candidates will have their candidature cancelled.
6. SEBC candidates are advised to follow the “Important instruction regarding verification/authentication of certificates of SEBC candidates before giving appointment in State Government services / Government boards / corporations / local self-government bodies” and the “Important instruction for SEBC candidates regarding submission of certificate while filling the application form and at document verification” given under the tab “For SEBC Category” in the “Candidate Utilities” section of the Board’s website.

12. Economically Weaker Section (EWS) candidates:

1. EWS candidates must submit a certificate in the format of **Annexure-KH (English) or Parishisht-Ga (Gujarati)** prescribed under Social Justice and Empowerment Department Resolutions dated 25/01/2019 and 13/09/2019 (No. EWS/122019/45903/A), obtained **between 11/11/2023 and 10/11/2026**.
2. As an alternative to the certificate in 12(1), EWS candidates must submit an **Income and Asset Certificate** for the benefit of EWS reservation under the Government of India, on the basis of income of financial year 2025-26, obtained **between 01/04/2026 and 10/11/2026**.
3. No certificate other than those mentioned in 12(1) or 12(2) will be accepted. Only EWS candidates holding one of these two certificates will get the upper age limit relaxation; otherwise they may apply as general-category Divyang candidates [as stated in the original text]. A certificate issued for the benefit of Gujarat Government schemes will not be accepted under any circumstances.
4. The candidate must state the number and date of the original certificate obtained under 12(1) or 12(2) while applying online, and must produce the original certificate matching those details at the time of certificate verification. Candidates who cannot produce such a certificate issued by the competent authority and who do not fall within the age limit fixed for unreserved candidates will have their candidature cancelled.
5. EWS candidates are advised to follow the “Important instruction for EWS candidates regarding submission of certificate while filling the application form and at document verification” given under the tab “For EWS Category” in the “Candidate Utilities” section of the Board’s website.

13. Divyang (disabled) candidates:

1. When a Divyang candidate applies for an unreserved post, the norms of the unreserved category will apply to them.
2. If no post is shown as reserved for Divyang candidates in the advertisement, but candidates with the kinds of disability considered suitable for the duties of the post are eligible, they may apply for that advertisement. In such a case, Divyang candidates will get a **10-year relaxation** in the upper age limit (up to a maximum of 45 years), subject to a medical certificate from the Superintendent/Civil Surgeon as prescribed by Health and Family Welfare Department circular No. HFWD/MSM/e-file/7/2024/1833/A dated 15/12/2025. Divyang candidates must state the type and percentage of their disability under “Personal Details” in the online form.
3. As circulated by General Administration Department circular No. GAD/PHA/e-file/1/2023/8017/G2 dated 29/02/2024, the Rights of Persons with Disabilities Act, 2016 is in force. Instead of the disability certificate prescribed by the

General Administration Department circular dated 01/12/2008, and as per the instructions/provisions of the Government of India from time to time regarding disability certificates, and under Health and Family Welfare Department circular No. HFWD/MSM/e-file/7/2024/1833/A dated 15/12/2025, candidates must submit the **Disability Certificate in Form V, VI or VII** (as applicable) prescribed under the Rights of Persons with Disabilities Rules, 2017.

14. Ex-servicemen:

1. As per rules, **10% of posts are reserved for ex-servicemen**. Candidates selected in the ex-serviceman category will be adjusted against their respective category (Unreserved, EWS, SEBC, SC, ST). If a qualified ex-serviceman candidate is not found for a post reserved for ex-servicemen, that post will be filled by qualified candidates of the Unreserved, EWS, SEBC, SC or ST categories.
2. Ex-serviceman candidates who have served at least **6 (six) months** in the Navy/Air Force/Army and hold the competent authority's ex-serviceman identity card and discharge book will, as per General Administration Department notification No. GS/2018-(2)-RES-1085/3433/G-2 dated 22/01/2018, get a relaxation in the upper age limit of the period of service rendered plus up to three years.
3. As resolved by General Administration Department Resolution No. GAD/ERE/e-file/1/2023/5258/G-2 dated 24/01/2024, ex-servicemen who will retire within one year of the last date of applying in a direct-recruitment advertisement may apply even if one year of service remains before retirement.

15. Widow candidates:

1. If the candidate is a widow, she must write "Yes" against that column in the application form; otherwise she must write "Not applicable".
2. As per the existing rules referred to in General Administration Department Resolution No. CRR/1096/2213/G.2 dated 22/05/1997, to give widow women candidates priority in selection, **5 (five) percent of the marks** obtained in the MCQ-OMR / MCQ-Computer Based Response Test (CBRT) examination (total marks / normalized marks) will be added to their marks. However, they must not have remarried at the time of appointment, and they must produce all proofs in original whenever the Board asks.

   (Note: The merit list will be prepared after adding 5% of the marks obtained in the competitive examination. If at any stage the candidate fails to produce, in original, all proofs of not having remarried, the 5% increase given will be cancelled and the merit will be re-determined.)
3. If a woman candidate is not a "widow" at the time of applying for the advertisement but becomes a "widow" after applying, after the last date of the advertisement, or at any stage of the recruitment process, and submits the necessary documents/proofs, she will be given the benefit of a "widow woman candidate" from whichever stage of the recruitment process remains after the date her submission is received.

16. Eligibility for additional marks for recognised sports:

1. As per General Administration Department Resolution No. CRR/102013/242792/G.2 dated 21/02/2014, for priority in selection, **5 (five) percent of the marks** obtained in the MCQ-OMR / MCQ-Computer Based Response Test (CBRT) examination (marks / normalized marks) will be added for a candidate who has **only represented** in the following sports at (i) national/international level, (ii) inter-university level, or (iii) competitions organised by the School Games Federation of India: athletics (including track and field events), badminton, basketball, cricket, football, hockey, swimming, table tennis, volleyball, tennis, weightlifting, wrestling, boxing, cycling, gymnastics, judo, rifle shooting, kabaddi, kho-kho, archery, horse riding, shot put, boat racing, chess and handball. Only candidates who have participated at any one of these three levels should give the required details in the application form. Participation in competitions other than these three levels is not valid for priority, so such candidates should not give details in the application form. Candidates who have participated at any one of these three levels must produce, at the time of verification of original certificates, the required certificate in the prescribed format obtained from the authority prescribed in Government Resolutions No. CRR/1077/2660/G.2 dated 25/02/1980, No. CRR/1188/3644/G.2 dated 01/08/1990, and No. CRR/1099/UO-4110/G.2 dated 18/04/2001. Only candidates holding such a certificate will be entitled to sports marks.
2. The merit list will be prepared after adding 5% of the marks obtained in the competitive examination. If at any stage it is established that the candidate does not hold a valid certificate of a recognised level for a recognised sport, the 5% increase given will be cancelled and the merit will be re-determined.
3. The provisions of the Government's amended resolutions from time to time on giving preference to sportspersons in Class-3 and Class-4 posts, with relaxation in regular recruitment, will apply.

17. Cut-off date for educational qualification / age limit / other qualifications: For educational qualification, age limit, Non-Creamy Layer certificate, EWS certificate, caste certificate and other required qualifications, the position as on **10/11/2026** will be considered.

18. Computer knowledge: The candidate must hold a certificate/mark-sheet from any training institution showing basic computer knowledge as per the syllabus fixed by General Administration Department Resolutions No. CRR/10/2007/120320/G.5 dated 13/08/2008 and 18/03/2016. Alternatively, the candidate must hold any diploma/degree/certificate course in computer knowledge from a Government-recognised university or institution, or a certificate showing computer as a subject in a degree or diploma course, or must have passed Std. 10 or Std. 12 with computer as a subject. However, candidates who do not hold such a certificate at this stage may also apply. Such candidates must necessarily produce, before the appointing authority and **before obtaining appointment**, a certificate of having passed the basic computer knowledge examination; otherwise they will not be eligible for appointment, and in such a case the appointing authority will **cancel** their selection.

19. Method of applying:

In connection with this advertisement, the Board will accept **only online applications**. Candidates may fill in the online application form on "https://ojas.gujarat.gov.in" from **27/10/2026 (18:00 hrs) to 10/11/2026 (up to 23:59 hrs)**. If a candidate submits more than one application under the same advertisement, the **last confirmed application** will be treated as valid and all the others will be cancelled. Detailed instructions for applying are as follows.

Note: Only candidates who have completed **OTR (One Time Registration)** on the OJAS website can fill in the application form. Candidates who have not registered must complete OTR registration first and only then fill in the application form.

Steps for the candidate to fill in the application:

1. First go to the website "https://ojas.gujarat.gov.in".
2. Then click on "Apply" under "Online Application" and select GSSSB.
3. To apply for Advertisement No. 465/202627, Food Safety Officer, Class-3 cadre, click on the cadre name in the advertisement and click Apply. Then the options "More Details" and "Apply now" will open on the screen. Clicking "More Details" shows the detailed advertisement, which candidates should read.
4. Clicking "Apply now" opens a new window. Enter the Registration No., type the date of birth and click "Apply with OTR"; the Application Format will open, in which "Personal Details" will first appear filled in as per the registration. (Details are mandatory wherever there is a red asterisk (*).)
5. Then fill in SSC details such as roll number, month and year of passing SSC, name as per the mark-sheet, name of the board, etc.
6. Then, for refund of fees to candidates who appear in the examination, fill in bank account details such as name as per passbook, bank name, IFSC code, account number, etc., and upload a file of the first page of the passbook in JPEG, JPG or PNG format. All candidates must fill in their bank account details very carefully, after proper verification. Once the bank account details are submitted online, no information/representation regarding changes to them will be accepted offline under any circumstances.
7. After Personal Details are filled in, fill in "Educational Details".
8. Then select "Yes" to accept the conditions stated in the "Declaration" and click "Save". The application is now fully filled in.
9. On clicking "Save", an **Application Number** will be generated, which the candidate must keep safe.
10. Now click "Upload Photograph", type your application number and your birth date, then click OK. Here the photo and signature are to be uploaded. **Photo size: 5 cm height and 3.6 cm width; signature size: 2.5 cm height and 7.5 cm width.** To upload, the photo and signature must first be scanned in JPG format, **not exceeding 15 KB**, and saved on the computer. Click the "Browse" button, select the file in which the photo is stored from the "Choose file" screen, click "Open", then click the "Upload" button next to "Browse"; the photo will appear. Upload the signature in the same way. The same photo that is uploaded must be pasted on the attendance sheet of the written examination, and the same signature must be used. The same photo must also be produced whenever the Board/concerned Head of Department asks, at every stage of this recruitment process until appointment. (A passport-size photo with a **white background** and the **date on which the photo was taken** must be uploaded. This date must not be more than **1 (one) year before the last date of applying**.) Candidates should therefore get four to five copies of the photograph made. If different photographs are produced at different stages, allotment/appointment may be affected, and the responsibility will be the candidate's own.
11. Now, in the "Online Application" tab at the top of the page, click "Confirm Application", type the "Application number" and Birth Date, and click OK; the candidate's Basic Details and the confirm-application option will appear. If the candidate finds any need for correction in the application, edit it. **Any correction can be made before confirming the application, but no correction of any kind will be possible after the application is confirmed.** Click "Confirm application" only if, after complete verification, no correction is needed. Then the candidate's application will be accepted online by the Board. Once the online application is confirmed, no change of any kind can be made in it by the candidate or the Board. Certificates matching the details given in the application must be produced by the candidate whenever the Board asks. Therefore, the candidate must first carefully verify, on the basis of the certificates held, their name, husband's/father's name, surname, date of birth, educational

qualification, caste (category), gender (male/female), ex-serviceman status, sports, disability, widow status, etc., and then give matching details in the online application. When certificates are asked for verification by the Board, if any discrepancy is found between the details given in the online application and the certificates produced before the Board, such defective applications will be **cancelled** by the Board from that stage. If a defective application is cancelled because of wrong or incomplete details, the Board will bear no responsibility. Candidates are therefore specially advised to take care to give details online that match the certificates they hold. On clicking "Confirm application", a **"confirmation number"** will be generated. This confirmation number is necessary for all further proceedings, so the candidate must keep it safe.

12. Now click "Print application". Select the advertisement number from "Select Job", type your confirmation number and date of birth, and your application will open. A printout of it must be taken and kept. It is in the candidate's interest that a registered candidate downloads the Online Application Form up to the last date of applying and keeps it until the entire recruitment process is complete. After the last date of applying, the candidate cannot download the Application Form.
13. A candidate should submit only one application. However, if a candidate has submitted more than one application, the last confirmed application will be accepted and the other application forms will be treated as cancelled. For unreserved-category candidates, the last confirmed application accompanied by the prescribed fee will be treated as valid and the earlier application will be treated as cancelled. The fee paid with an earlier application will not be counted against the last confirmed application. If the candidate has not paid the prescribed fee with the last confirmed application, then among the remaining applications, the last confirmed application with the prescribed fee will be treated as valid. If the candidate has paid fees with more than one application, it will **not be refunded**.

20. Examination fee:

1. As per the provision in General Administration Department letter dated 31/01/2024, the examination fee norm for all direct-recruitment examinations conducted by the Gujarat Subordinate Service Selection Board is as follows.

Examination fee for all GSSSB examinations	**Unreserved category**	**Reserved category (women of all categories, SEBC, SC, ST, EWS, Divyang and ex-servicemen candidates)**
Preliminary examination	₹500/-	₹400/-

The fees paid shall be refunded to those candidates who appear for the examination.

2. All candidates must pay the fee as shown above **only online**. After submitting the application on the OJAS website and obtaining the confirmation number, the examination fee must be paid online compulsorily by **13/11/2026 (23:59 hrs)**. To pay online, click "Print Application Form / Pay Fees" in the "Online Application" tab on the OJAS website; the options for online payment will appear. Click "Online Payment of Fees". Payment must be made by Debit Card, Internet Banking, UPI or Wallets. After paying the fee by any one of these four means, a receipt will be generated, and instructions to print it will appear. The receipt can also be printed by clicking "Online Payment Receipt" after clicking "Print Application Form / Pay Fees" in the Online Application tab. A candidate paying online must pay the transaction fee as per rules in addition to the examination fee. After the last date for paying the fee, the fee payment link will close automatically, and thereafter the Board will not accept the examination fee in any other manner under any circumstances (even with a late fee).

   Note: Candidates must compulsorily obtain and keep a printout or e-receipt of the fee receipt. If a fee receipt is not generated, the fee will not be considered paid, and until the fee is paid the candidate's application will not be considered valid.
3. The examination fee will not be accepted by any means other than online, which candidates should note especially.
4. Candidates who appear in the examination will be eligible for a refund of the examination fee by the same means through which they paid it. Candidates who do not appear in the examination will not be eligible for a refund.
5. The application of a candidate who does not pay the examination fee will not be valid, and the Board will **cancel** the candidate's application form without any intimation.
6. Even if an application is cancelled by the Board, the examination fee paid by the candidate will not be eligible for refund.
7. For any guidance regarding the educational qualification shown in the recruitment rules of this cadre, the age limit, filling in the online application, or payment of fees, candidates may contact the Board's office at telephone no. **079-23258916**.

21. Examination pattern:

1. As per the examination pattern prescribed for filling posts by direct recruitment under General Administration Department Resolution No. Bharat/102023/638937/K dated 08/11/2023 and Resolution No. Bharat/102023/638937/K dated 16/12/2025, a competitive examination of the **CBRT/OMR (Computer Based Response Test / Optical**

Mark Recognition) type, with objective **MCQ (Multiple Choice Question)** questions, will be held in **one stage**. The examination will be conducted through **a single question paper in two parts, Part-A and Part-B**. The structure of Part-A and Part-B of the paper will be as follows (the level of the paper will be equivalent to the educational qualification).

Part – A

No.	Subject	Marks
1	Logical tests and Data Interpretation	30
2	Mathematical tests	30
3	Constitution of India, current affairs, Gujarati and English comprehension	30
	Total marks	**90**

Part – B

No.	Subject	Marks
1	Questions related to the relevant subject and its utility	120

Note: The syllabus content will be as per the prescribed educational qualification.

2. There will be a total of **210 questions: 90 in Part-A and 120 in Part-B**.
3. A combined total of **3 hours (180 minutes)** will be allowed for Part-A and Part-B together.
4. In the MCQ method, for a wrong answer, **1/4 of the marks allotted to the question will be deducted** from the marks obtained by the candidate, i.e., a **negative marking** system will be followed.
5. After the examination is over, the Board will publish a provisional answer key. After considering objections/suggestions received from candidates on the provisional answer key, a final answer key will be published.
6. If any question is cancelled in the final answer key for any reason, the marks of the cancelled question will be calculated pro-rata over the remaining questions.
7. If a candidate answers a question correctly, marks will be awarded according to the pro-rata marks weightage allotted to that question; for a wrong answer, 1/4 of the marks weightage allotted to the question pro-rata will be deducted from the marks obtained by the candidate.

22. Conduct of the examination:

1. Considering the number of candidates, the Board will fix examination centres, and candidates must take the examination at those centres.
2. The examination date, timing and instructions for downloading the admit card (call letter) will be placed on the Board’s website https://gsssb.gujarat.gov.in.
3. Candidates must report at their own expense at the examination centre shown in the downloaded admit card.

23. Providing scribe / compensatory time to Divyang candidates:

As per Office Memorandum No. F.No.34-02/2015-DD-III dated 29/08/2018 of the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India, persons with benchmark disability as defined under Section 2(r) of the Rights of Persons with Disabilities Act, 2016, who have limitations in writing ability, will be given the facility of a scribe/compensatory time if they so wish, subject to certain conditions.

1. As per the advertisement’s provisions, Divyang candidates who are considered eligible to apply and who have benchmark disability, or temporary disability due to accidental circumstances, and are unable to write or have difficulty in writing, will be given the facility of a scribe/compensatory time on their request.
2. To get the scribe/compensatory time facility, Divyang candidates must, after the instructions for downloading admit cards are published by the Board, download the admit card, click on the “Candidate Utilities” tab on the Board’s website and go to the section for Divyang candidates, or click https://gsssb.gujarat.gov.in/Home/ph, fill in the necessary details in the scribe/compensatory time facility form in the prescribed format, attach the necessary certificates as stated in the instructions, and **email it to the Board’s email so-kh1-gsssb@gujarat.gov.in without fail up to two days before the examination**. Applications received after that will not be considered under any circumstances.
3. Candidates with Locomotor disability (Both arm affected – BA), benchmark disability (not less than 40% disability), who are unable to write, must submit a disability certificate, but need not submit a medical certificate about being unable to write.
4. Candidates with a benchmark disability other than that mentioned in 23(3), or with temporary disability due to accidental circumstances, who are unable to write or have difficulty in writing, must, in addition to the disability

certificate, submit a certificate in the form of **Appendix-I (Certificate regarding physical limitation in an examinee to write)** issued by the Chief Medical Officer / Civil Surgeon / Medical Superintendent, certifying the candidate's difficulty in writing, to get the scribe/compensatory time facility.

5. **Compensatory time:** Candidates with benchmark disability as defined in 23(1) and having limitations in writing ability are entitled to **20 minutes of compensatory time per hour** in the examination.
6. After verification of the application made by the candidate for the scribe/compensatory time facility, the Board will decide whether to grant it. The Board's decision will be communicated to the candidate by email and also to the concerned examination centre in-charge.
7. On the day of the competitive examination, the candidate must produce the necessary certificates in original, and the approval letter issued by the Board, to the examination centre in-charge or the officer/employee appointed by the Board, for verification.
8. The approval given by the Board for the scribe/compensatory time facility is subject to verification of the original certificates produced by the candidate on the day of the competitive examination by the examination centre in-charge or the officer/employee appointed by the Board.

24. Publication of results:

1. As per General Administration Department Resolutions dated 08/11/2023 and 16/12/2025, there will be a **separate minimum qualifying standard for Part-A and for Part-B**.
2. As per the provisions of General Administration Department Resolutions dated 08/11/2023 and 16/12/2025, and the General Administration Department letter dated 08/11/2023, the minimum qualifying standard for Part-A of the competitive examination is **40%** and for Part-B is **40%**. For candidates of all categories, the minimum qualifying standard will not be less than 40% marks under any circumstances.
3. Thereafter, the provisional result of all candidates who appeared in the examination will be published on the Board's website.

25. Method of preparing the selection list and waiting list:

1. After publishing the provisional result, the Board will, maintaining the minimum qualifying standard in Part-A and Part-B of the examination, call for certificate verification **approximately twice the number of candidates as the category-wise posts to be filled**, on the basis of merit of total marks.
2. If, even after verification of the certificates of twice the number of candidates on the provisional merit list, the number of candidates required to prepare the selection list/waiting list as per the category-wise posts shown in the advertisement is not available, candidates on the provisional merit list will be called category-wise for certificate verification as required.
3. Thereafter, considering the marks obtained by candidates, the selection list will be published as per merit, taking into account the category-wise posts.
4. Taking into account the provisions of General Administration Department Resolution No. PSC/1089/3910/G.2 dated 27/07/2018, the selection list and, where applicable, the waiting list will be prepared on the basis of merit of the marks obtained by candidates in the said competitive examination, taking into account the category-wise posts to be filled.

26. Appointment:

1. The Board will recommend the candidates selected in connection with this advertisement to the concerned Department of the Government for appointment.
2. Candidates will be considered for appointment taking their **Merit Number** into account. Merely passing the competitive written test conducted by the Board does not give a candidate a right to appointment. Appointment will be given only if, at the time of appointment, the appointing authority is satisfied that the candidate is suitable in every way.
3. Selected candidates will be eligible for appointment subject to the conditions laid down by the appointing authority.
4. Candidates who are appointed will have to undergo training as per Government rules and pass the training examination.
5. As all procedures regarding appointment are carried out by the Government, the Board will not take into account any correspondence in this regard.

27. Important instructions:

1. Whatever category (caste) detail the candidate states while filling the online application form, no request for any later change of category, or any other change in the application form, will be considered once the application is confirmed. Therefore, if a candidate wants to change any detail in the application form, they must, **before the last date of applying**, apply again with the correct details, obtain a Confirmation Number, and pay the prescribed fee

for that Confirmation Number.

2. The details filled in by the candidate in the application form will be considered final for the entire recruitment process, and proof/certificates for them must be produced in original at the time of verification; otherwise the application form will be treated as **cancelled** at that stage.
3. If a candidate holds a degree from a foreign university, the candidate must produce the necessary basis/proof of the University Grants Commission for recognition/equivalence of that degree in India. The responsibility to produce such basis/proof within the time limit of the certificate verification programme lies with the candidate concerned. The Board has no duty in this matter, and any representation made after the time limit will not be considered.
4. The candidate must keep more than one copy of the passport-size photograph that was uploaded in the application form, and the copy of that same photograph must be used throughout the recruitment process of this advertisement/cadre (for example, pasting it on the attendance sheet at the time of the examination, and producing the same photo at the time of verification of original certificates). The candidate's photo must be recent, so that no difficulty is faced in establishing identity at the various stages of recruitment/appointment.
5. The mobile number and email ID that the candidate gives while filling in the application form must be kept active. In future, some examination-related instructions from the Board concerning this examination will be sent by SMS to the mobile number given. It is therefore in the candidate's interest to keep the mobile number given in the application form active until the recruitment process is complete.
6. A candidate whom the Board finds guilty, or declares guilty, of any of the following will, in addition to being liable to criminal proceedings, be liable to (a) disqualification by the Board from the examination for which he/she is a candidate, or (b)(1) debarment by the Board from appearing in any examination held for direct selection, or (b)(2) permanent or time-bound exclusion by the State Government from any employment under it. The acts are: (1) obtaining support for his/her candidature by any means, i.e., attempting to bring direct or indirect influence on the Chairman, a member or any officer of the Board; (2) impersonation; (3) causing another person to impersonate him/her; (4) submitting forged or fabricated/tampered documents, or resorting to malpractice; (5) making statements that are incorrect or false or that suppress material information; (6) resorting to any other irregular or improper means in connection with his/her candidature for the examination; (7) using unfair means during the examination, i.e., copying from another candidate's answer sheet, copying with the help of books, guides, chits or any printed or handwritten material, or through conversation, or helping a candidate to copy, or any other malpractice; (8) writing irrelevant matter, including obscene or vulgar language, in the answers; (9) misbehaving in any other way in the examination hall; (10) harassing, directly or indirectly, or physically injuring the staff engaged by the Board to conduct the examination; (11) attempting to commit all or any of the acts specified in the preceding clauses or, as the case may be, abetting them; or (12) violating any instruction given in the admit card permitting him/her to take the examination. **(13)** If a candidate has ever been disqualified by the Gujarat Public Service Commission, another recruitment board, or any other Government/semi-Government/Government-controlled institution, and the period of disqualification is continuing, the application of such a candidate will automatically be liable to cancellation.
7. If any detail given by the candidate in the application form, or any certificate relating to the date of birth, educational qualification, age, caste, experience, etc., produced at the time of verification of original certificates, is found to be false at any stage of verification in future, appropriate legal action will be taken against the candidate. Such candidate's candidature may be **cancelled** by the Board, and the candidate will also be disqualified for recruitment to other cadres. If already selected/appointed, the selection/appointment will be **cancelled** at any stage by the Board/appointing authority.
8. A candidate will not be entitled to claim appointment to the concerned post merely because he/she has succeeded in the examination. If the appointing authority is satisfied that the candidate is not suitable for public service, the candidate may be rejected. The appointing authority's decision regarding appointment will be final.
9. The recruitment process will be fully subject to the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967 (including amendments from time to time) and the recruitment rules framed under them for the cadre concerned.
10. The Government of Gujarat has implemented the **Gujarat Public Examination (Prevention of Unfair Means) Act, 2023**, from March 2023, concerning malpractice and paper leaks in public examinations. The Government has also included the Gujarat Subordinate Service Selection Board as an "Examination Authority" under the said Act. Since all competitive written examinations organised by the Board are to be treated as public examinations, the said Act also applies to the Board's examinations. Therefore, if any candidate in the competitive written examination of any of the above advertisements is found violating the provisions of the Gujarat Public Examination (Prevention of Unfair Means) Act, 2023 and is proved guilty, legal action will be taken against him/her as stated in the said Act.

28. If, for any reason, it becomes necessary to change or cancel this advertisement or the recruitment process, the Board has the full right/authority to do so, and the Board will not be bound to give reasons for it.

Date: 27/10/2026
Place: Gandhinagar